



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

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Eldred Enas, Chairman

**MARCH 12, 2012**

**#24-12**

### **VACANCY ANNOUNCEMENT**

**DEPARTMENT:** DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
**JOB TITLE:** CHILD IN NEED OF CARE (CNC) CASE WORKER (2 POSITIONS)  
**SALARY:** \$13.50 – 18.00 PER HOUR (D.O.E.)  
**CLOSING DATE:** OPEN UNTIL FILLED

#### **INTRODUCTION:**

This position is a Social Worker/Caseworker position performing duties as a provider of social work and case management services of "Children in Need of Care" (as defined by the Tribal Code and the Code of Federal Regulations). The CNC Casework position is located in the Office of Social Services of the Department of Health and Social Services (DHSS). The CNC Caseworker maintains a caseload of approximately 30-35 cases. The CNC Caseworker may be assigned a general caseload or a specific caseload involving responsibility for Foster Care or ICWA cases. Each case represents a wide variety of needs and often involves the placement of children in foster home (regular and kinship foster homes), in-home placements, familial placements and institutional care placements. The CNC Caseworker works under the direct supervision of (and receives guidance from) the Social Services Manager.

#### **DUTIES AND RESPONSIBILITIES:**

(The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

- Perform case management subsequent to the assessment of client needs, establish and implement case plans in accordance with the client's level of functioning.
- Establish and maintain time schedules.
- Monitor the progress of current/on-going cases.
- Conduct personal home and/or institutional visits.

- Plan, develop and implement individual case plans which include; assessment/evaluation, prevention, intervention, referrals and follow-through care components while implementing methods for service delivery consistent with the U.S. Bureau of Indian Affairs (BIA) guidelines, rules and regulations as well as the standards, policies and procedures established by the Colorado River Indian Tribes (CRIT) and the Department of Health and Social Services (DHSS).
- Ensure confidentiality of all client information and records in compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- Coordinate placement plans for foster care children.
- Monitor individual and family progress.
- Coordinate parent/family/child contact and visitation.
- Provide other direct and indirect assistance (referrals, etc.) to children and families exercising independent judgment and decision-making in support of family reunification mission.
- Provide consultation to facilities providing institutional care for neglected, dependent and pre-delinquent youth.
- Conduct home visits for the completion of assessments (home studies, etc.), the assessment of progress and the provision of personal contact with children and families.
- Maintain copious and coherent individual client records, progress notes, and reports in accordance with BIA and Social Services standards.
- Prepare progress reports, summaries home study reports, interim reports, termination reports, adoption reports, and other such reports as may be required by the Tribal courts.
- Collaborate with outside service agencies and other Social Service staff members as required and during all case staff meetings.
- Develop plans for the disbursement of funds from Individual Indian Monies (IIM) accounts for children.
- Participate in community forums for the purpose of providing education regarding Social Services topics.
- Participate in Social Service staff meetings, case staffing and Intensive Case Intervention Team (ICIT) meetings on a regular basis.
- Conduct periodic quality assurance reviews of case-managed client records consistent with BIA standards.
- Participate in annual programmatic reviews conducted by DHSS, auditors and the BIA.
- Be available for and participate in a rotating "on-call" schedule to provide afterhours crisis intervention and to complete time sensitive investigations related to alleged abuse and neglect.
- Complete investigations of complaints/reports of alleged abuse/neglect of children during on-call hours and in absence of the Child Welfare Investigator.

- Establish and maintain cooperative and collaborative relationships with other providers and/or service agencies such as intra-DHSS programs, CRIT departments/offices, Office of Attorney General, IHS, institutional care providers/centers, foster care providers, schools, Regional Behavioral Health Authorities, etc.
- Maintain confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Perform all other duties and assignments as directed by the Social Services Manager.

Foster Care – The CNC Caseworker assigned to the Foster Care caseload shall have a reduced client caseload in exchange for the coordination of the Foster Care Program under the direction of the Social Services Manager. The following specific duties relate to the Foster Care caseload:

- Actively recruit in the community for foster care homes/parents.
- Facilitate the completion of the application packets for candidates.
- Conduct foster care and kinship home studies/assessments of potential foster parents/homes and relative/familial placements.
- Make recommendations for approval/disapproval of licensure of tribal foster care homes to the Social Services Manager.
- On an annual basis, review and renew all tribal foster care licensures.
- Facilitate and participate in case planning for each child placed in foster care.
- Attend educational meetings on behalf of clients in foster care.
- Complete required court reports and attend court hearings pertaining to children in foster placements.
- Monitor foster homes via announced and unannounced home visits, telephonic interviews with foster parents, interviews with foster children, and home assessments.

ICWA (Indian Child Welfare Act) – The CNC Caseworker assigned to the ICWA caseload shall have a reduced client caseload in exchange for the coordination of ICWA case under the direction of the Social Services Manager. The following specific duties relate to the ICWA caseload:

- Receive and respond to inquiries from state, tribal and federal courts regarding the ICWA or potential ICWA cases.
- Coordinate/collaborate with the CRIT Tribal court, Office of the Attorney General, state, federal or other tribal court involved, the foreign Office of Social Services or Child Protective Services currently serving the child/family regarding the determination of enrollment status of alleged CRIT tribal member children/families.
- Coordinate/collaborate with the CRIT Tribal court, Office of the Attorney General, state, federal or other tribal court involved, the foreign Office of Social Services or Child Protective Services currently serving the child/family regarding the transfer of ICWA cases into CRIT Tribal Court/CRIT jurisdiction as directed by the court or Office of Attorney General.

**EDUCATION AND EXPERIENCE REQUIREMENT:**

Successful completion of studies for a Bachelor's Degree in Social Work, Psychology, Human Services, Education or a related field or a graduate degree in a related field from an accredited college or university. A minimum of one (1) year of full time relevant experience in the field of social services or mental health case management. The incumbent must possess a valid driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

The incumbent shall have a comprehensive knowledge of social services concepts, principles and best practices. The incumbent shall have a working knowledge of federal, state, local and tribal laws, codes, ordinances, rules and regulations governing the operation of social services programs with emphasis on Title 25 of the Code of Federal Regulations, US Bureau of Indian Affairs' rules and regulations, the Indian Child Welfare Act and the Health Insurance Portability and Accountability Act (HIPAA). The incumbent shall have working knowledge of available community, state, regional and federal resources and services from social service and related agencies (e.g., AHCCCS, ALTCS, BHS, RBHA, Medicare, Social Security). The incumbent shall possess a high degree of organizational skills, an ability to function independently, demonstrate oral and written communication skills and applied computer skills (Microsoft Office Suite Programs, Adobe Acrobat, database/report generating programs). The incumbent shall have a familiarity with Native American culture and traditions, sensitivity to cultural differences and an understanding of unique problems associated with Native American communities in rural areas. Employment is subject to a comprehensive background investigation (including fingerprinting) and a review of any and all criminal convictions in accordance with P.L. 101-630, the Indian Child Protection and Family Violence Prevention Act.

**APPLY:**

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344**

**For Employment Application visit: <http://www.crit-nsn.gov>**

**INDIAN PREFERENCE:** Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.